

Guilford Publications, Inc.

370 Seventh Avenue, Suite 1200 | New York, NY 10001-1020
800-365-7006 | 212-431-9800 | www.guilford.com

Guilford Publications' Bookstore Agency Plan

Higher discounts plus the freedom of title by title ordering are available through Guilford's **Agency Plan**. With this plan, buyers can best fit their needs without sacrificing discounts. Below are the details of ordering by title (**Seasonal Orders**) or through automatic shipments (**Standing Orders**). Either way, you save. All plan members receive **up to 13%** above our regular retail discounts. Follow the guidelines listed below and start saving on your Guilford Press orders.

Agency Plan Application

Completion of this form entitles our firm to participation in Guilford Publications' Agency Plan. Once this form is received, catalogs and an Agency Plan Order Form will be sent to us. We will receive the books ordered, in the quantities we have indicated, at the discounts specified. To continue in the Agency Plan, our firm will respond to all subsequent correspondence sent by Guilford and submit orders in a timely fashion and in accordance with these Agency Plan Specifications:

- ! A minimum of 20 new titles per Season (Fall and Spring) must be ordered and kept in stock.
- ! Orders for new and backlist titles will be invoiced according to the agency discount schedule.
- ! As an Agency Plan member, we will make regular and timely payments and will keep our account in good standing.

Guilford allows returns, no permission required (complete returns policy details are available from Customer Service or at www.guilford.com/reseller). Guilford reserves the right to terminate this plan or amend its provisions with 30 days written notice.

SEASONAL ORDER STORES: I understand and will abide by the provisions above.

- ☐ I would like backorders to be consolidated by minimum quantity. Ship at least _____ items.
- ☐ I would like backorders to be consolidated by minimum weight. Ship at least _____ pounds.

Signature

Print Name

Date

STANDING ORDER STORES: I would rather have books shipped automatically. I have selected at least 2 categories on the next page.

For my Standing Orders categories:

Quantity to ship upon release of standing order titles _____

When a choice is available, I prefer

☐ Paperback ☐ Cloth

I will accept books produced without a jacket

☐ Yes ☐ No

I wish to receive subsequent paperback releases of cloth titles

☐ Yes ☐ No

Signature

Print Name

Date

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PLEASE COMPLETE THIS APPLICATION AND EMAIL TO VICKI POWERS, Vicki.Powers@guilford.com

DATE _____

BILL TO:

Name _____

Address _____

City _____ State _____ ZIP _____

ph# _____ fx# _____

CONTACT _____

Email _____

SHIP TO:

Name _____

Address _____

City _____ State _____ ZIP _____

ph# _____ fx# _____

CONTACT _____

Email _____

DISCOUNTS:

PROFESSIONAL

TRADE

Agency Plan-Seasonal Order	<i>33%</i>	<i>Seasonal Order</i>	<i>45%</i>	<i>Seasonal Order</i>
	20%	1	30%	1
	30%	5+	43%	5

45% 25+

Agency Plan-Standing Order	<i>33%</i>	<i>Upon Release</i>	<i>45%</i>	<i>Upon Release</i>
	20%	1	30%	1
	30%	5+	43%	5

45% 25+

Single Copy Order Plan is available for all titles. Free freight for prepaid single copy orders, U.S. only.

Select at least 2 categories only if you elect to receive **STANDING ORDERS:**

☐ Child & Family Therapy
Parenting

☐ Education
Literacy

☐ Geography
Economics

☐ Psychology
Social Work
Self Help

☐ Methodology
Research
& Statistics

☐ Psychiatry